

Associate Project Manager **Level 4**



Overview:

Our Level 4 Associate Project Manager apprenticeship Standard is designed for individuals aspiring to develop the skills needed to manage and lead projects across various industries.

This apprenticeship provides practical experience in planning, coordinating, and delivering projects, whilst developing essential skills in budgeting, risk management, and stakeholder communication.

Apprentices will learn to apply project management methodologies and tools to drive successful outcomes, working under the guidance of senior project managers.

Upon completion, apprentices will be well-equipped to manage projects effectively, ensuring they are delivered on time, within scope, and to the highest standards.

Professional recognition:

On completion, apprentices may choose to register as a Member with the Association for Project Management (APM) to support their professional career development and progression.



What to expect from Linden:

- Bespoke content customised for your organisation and its goals.
- Support from a dedicated Trainer who will support with learning, skill competency and developing evidence. Always aiming for Distinction grade at EPA.
- Individual support and mentoring to make every apprenticeship a success.
- Access to our virtual learning environment.
- Live workshops delivered by specialist Trainers.
- Dedicated Account manager.
- Blended learning approach, distance and face to face visits from your Trainer to suit the employer and learner needs.

Key information:



Level:
Level 4



Duration:
18 months
(Not including EPA period)



Format / Delivery:
Remote or Hybrid model



Funding band:
£6,000



Contextualisation available:
Yes

Functional skills

Maths and English Functional skills qualifications are available at Level 1 and 2 for eligible learners aged 19+. Apprentices aged 16-18 must complete these qualifications as a mandatory part of their programme. For more information, please contact the Linden team.

Relevant to:

Assistant project manager,
Junior project manager,
Project team leader.



What is included in the Standard:

Knowledge	Skills & Practical Application	Behaviours
<ul style="list-style-type: none"> • Project governance. • Project stakeholder management. • Project communication. • Project leadership. • Project context. • Budgeting. • Cost Control. • Business case. • Benefits management. 	<ul style="list-style-type: none"> • Stakeholder and communications management. • Scope management. • Consolidated planning. • Schedule management. • Risk and issue management. • Contract procurement. • Contract management. • Quality management. • Resource management. 	<ul style="list-style-type: none"> • Collaboration and teamwork – understands and is effective as part of an integrated team. • Leadership – communicates direction and supports the vision for project delivery. • Effective and appropriate communication – working effectively with, and influencing others, taking account of diversity and equality. • Drive for results – clear commitment to achieving results and improving performance. • Integrity, ethics, compliance and professionalism – promotes and models the highest standards of professional integrity, ethics, trust and continued development.

10,000+

Empowering over 10,000 learners to achieve their apprenticeships since 2012. Your success, our mission.

100%

of our Associate Project Managers achieved a Distinction pass at EPA.

Employer reviews



Excellent

Apprentice reviews



Good

58% of our Apprentices across all Standards achieved a Distinction at EPA. (2022/23).



Typical learner journey:



1. Enquiry / Consultation

Prospective learners and employers begin their Linden journey with an exploration session to better understand goals and objectives.



5. Learning journey commences

With enrolment and induction completed, learners start their learning journey by engaging with regular session, workshops, projects, assignments and reviews, with full guidance and support from their dedicated Trainer.



2. Programme Introduction

Learners are invited along with their line managers to an Introduction. This session provides a full programme overview, opportunity for Q&A and agreement of next steps.



6. EPA Prep and Gateway

Learners prepare for their End Point Assessment (EPA) by reviewing key concepts and skills essential for demonstrating competency against the skills, knowledge and behaviours set out in the Standard.



3. Onboarding / Enrolment

Learners are sent links to our online enrolment form, skills gap analysis and functional skills diagnostic assessments.



7. End Point Assessment

The End Point Assessment is the final evaluation where learners showcase their acquired skills, knowledge and behaviours.



4. Induction

Learners participate in a comprehensive Induction with their dedicated Trainer. This session supports understanding of expectations and resources (including an introduction to the e- portfolio).



8. Achievement / Progression

Upon successful completion of the EPA, learners celebrate their achievement and may choose to progress to a higher level within the same sector or explore new pathways.

End Point Assessment:

The End Point Assessment consists of three elements, all of which may be completed online:


Assessment method	Areas assessed	Weighting
Multiple choice exam	Knowledge	All assessment methods are weighted equally in their contribution to the overall EPA grade.
Project portfolio	Knowledge / Skills / Behaviours	
Presentation and professional discussion	Knowledge / Skills / Behaviours	



Employer contracting:

All employers who want to utilise the apprenticeship Levy or Co-investment model are required to contract with a ROATP approved provider and follow the Government approval process for onboarding new learners and securing funding for each apprenticeship Standard via the Digital Apprenticeship Service.

5 steps to employer contracting:

1	2	3	4	5
Initial advice and guidance	Contracting	Compliance	DAS approval	Progress reviews and reporting
Discussions around apprenticeship intent and requirements of the Standard. Dedicated Linden account manager support from inception through to EPA.	Contract for services issued online for review and electronic signature.	Employer to complete Health & Safety compliance and provide Insurance Liability certification for the apprentices workplace.	Agreeing learners to enrol and approval on the Digital Apprenticeship Service. 	Employers will be invited to attend progress reviews and receive updates throughout their Apprentices journey.

Progression options:

On completion of your apprenticeship you may choose to advance to a higher level within the same subject area or explore a completely new pathway.

Sales Executive	Level 4
Operations Manager	Level 5
Senior Leader	Level 7

What our learners have to say:

“

Thank you for the wonderful support you gave me throughout my apprenticeship. Working with Linden was very easy, informative and fun.

Luke

”

“

Thank you Linden for my apprenticeship opportunity- it has been of so much value and left me feeling really positive for the future! I am still smiling!

Louisa

”



Contact us today:

For more information about Apprenticeships at Linden, call us on **0800 2980632** or visit our website at: **lindenmanagement.org.uk**

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Training & Apprenticeships